September 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 **HOLIDAY** **Normal DW refresh**	3 **LABOR**: Reverse Month-end Estimate **Normal DW refresh**	4 **LABOR:** PP16 **Normal DW refresh**	5 **LABOR:** PP16 **SURCHARGES** **Normal DW refresh**	6 **LABOR:** Sep Month-end Estimates **SURCHARGES** **CA O/U** Reversal – **Part C** **Normal DW refresh**	7 **Normal DW refresh**
8	9 **GL**: Final Close Aug **Normal DW refresh**	10 **Normal DW refresh**	11 **Normal DW refresh**	12 **Normal DW refresh**	13 **Normal DW refresh**	14 **Normal DW refresh**
15 **LABOR**: Reverse Preliminary Month-end Estimate. **SURCHARGES** PP17 **SURCHARGES** **Special DW refresh**	16 **GL:** Update AR Trial Table **Normal DW refresh**	17 **Normal DW refresh**	18 **Normal DW refresh**	19 **Normal DW refresh**	20 **Normal DW refresh**	21 **Normal DW refresh**
22	23 **Normal DW refresh**	24 **LABOR:** NOAA CORPS **Normal DW refresh**	25 **DISBURSEMENTS:** Last run for SEP **SLTs** SLTs to be approved for SEP are due to FMB by 4:00 pm ET **Normal DW refresh**	26 **Normal DW refresh**	27 **SLTs** 12:00 noon ET Final Approval **CA SURCHARGES** processed **prior to the "7 AM"** closing **Normal DW refresh**	28 **Normal DW refresh**
29	30 **CFS G/L YEAR-END PRELIM CLOSING** **7:00 AM ET** Close AP,AR, PO WIP CA O/U Process. **12:00 AM ET** Close other modules **Stage-1** **Special DW refresh**					

7 AM
The following modules will be placed in **PRELIMINARY** close for the **September 2013 General Ledger**

PR	– Purchase Requisitions	**(Commitments)**
PO	– Purchase Orders	**(Obligations, etc.)**
AP	– Accounts Payable	**(Invoices and Receiving Tickets, etc.)**

Please note: AR is open for WIP only. No other AR transactions.

12 noon
The following modules will be placed in **PRELIMINARY** close for the **September 2013 General Ledger**

BE – Budget Execution (Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
<u>NOTE:</u> Month end G/L closing process does NOT prohibit end users from entering BOPs.
AR – Accounts Receivable
ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Monday September 30, 2013

GJ – General Journal (GJs may be entered until 12 noon)
GL – General Ledger